

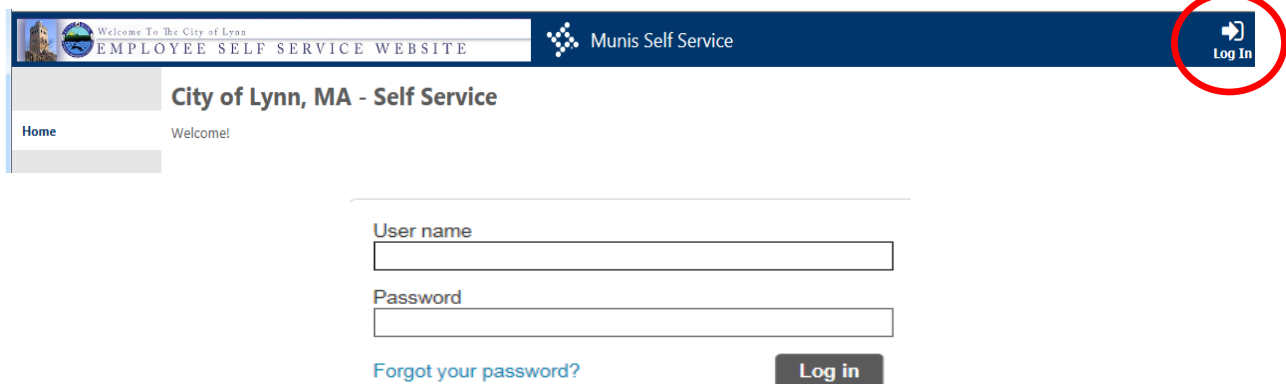
City of Lynn – Employee Self Service – FSA Open enrollment (November)

****You will need to enroll in an FSA during each annual benefit open enrollment period (November) if you wish to participate in an FSA for the following calendar year.****

Employee Self Service can be accessed directly from the link below:

<https://lynnma.munisselfservice.com/LogOffConfirmation.aspx>

The following page will open. Click on Log In and a User Name and Password box will open.



Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Munis Self Service

Log In

City of Lynn, MA - Self Service

Home Welcome!

User name

Password

[Forgot your password?](#) [Log in](#)

Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it. **Please note: If you have logged in before, your password has changed to whatever personal password you chose. It will not be the last 4 of your SSN after your very first log in.**

If you are locked out after a number of incorrect attempts, please contact your Personnel Department to reset your account.

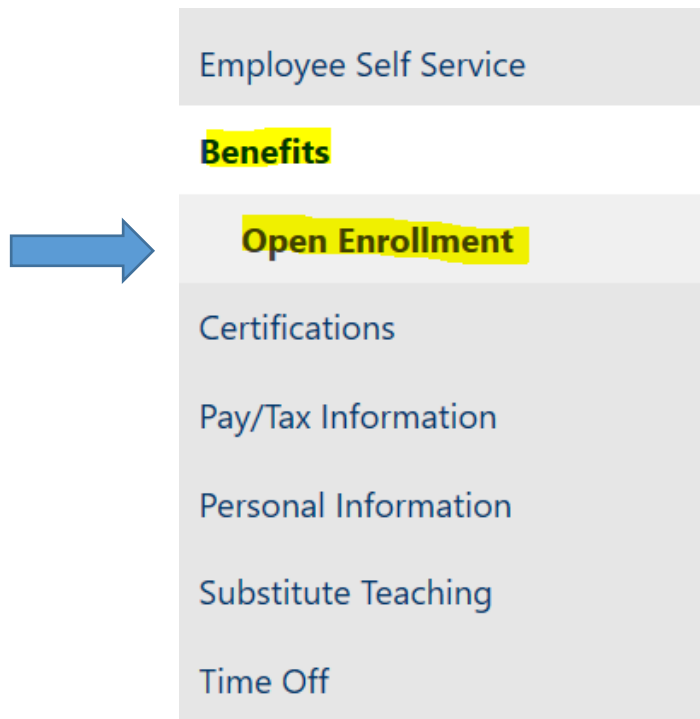
City Staff: personnel@lynnma.gov

School Staff: HumanResources@lynnschools.org

City of Lynn – Employee Self Service – FSA Open enrollment (November)

Enter your user name and password and click on Log in.

Click on **Benefits** and then **Open Enrollment** on the left hand side of your screen:



Here, you can make your elections for your 2023 Flexible Spending Accounts.

Please note: Enrollment must be done annually. Re-enrollment is not automatic.

Open Enrollment – Make Elections

! Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 11/30/2022.*

Please select from the following options.

****ENROLLMENT MUST BE DONE ANNUALLY. RE-ENROLLMENT IS NOT AUTOMATIC. ****

MEDICAL FLEXIBLE SPENDING ACCT

Election not made

DECLINE SELECT

DEPENDENT CARE FLEXIBALE SPEND

Election not made

DECLINE SELECT

Estimated total cost per pay period

\$0.00

CONTINUE

City of Lynn – Employee Self Service – FSA Open enrollment (November)

Let's start with Medical Flexible Spending!

If you do not want a Medical FSA for Calendar 2023, you can Click "DECLINE"

MEDICAL FLEXIBLE SPENDING ACCT

Election not made

DECLINE

SELECT

If you want to elect Medical FSA, please click on "SELECT"

MEDICAL FLEXIBLE SPENDING ACCT

Election not made

DECLINE

SELECT

When you click "SELECT", the following screen appears.

Benefits – MEDICAL FLEXIBLE SPENDING ACCT

! Please select the plan and enter the annual amount you would like to contribute in 2023. You may contribute up to \$3,050 per year, pre-tax. You must re-enroll annually.

☒ MEDICAL FLEXIBLE SPENDING ACCOUNT - CITY
EMPLOYEE

Amount

3050

☐ I Decline

CANCEL

CONTINUE

Select **Medical Flexible Spending** and then enter the annual dollar amount you elect.

Then click "Continue."

City of Lynn – Employee Self Service – FSA Open enrollment (November)

Now let's move to Dependent Care Flexible Spending!

If you do not want a Dependent Care FSA for Calendar 2023, you can Click "DECLINE"

DEPENDENT CARE FLEXIBALE SPEND

Election not made

DECLINE SELECT

If you want to elect Dependent Care FSA, please click on "SELECT"

DEPENDENT CARE FLEXIBALE SPEND

Election not made

DECLINE SELECT

When you click "SELECT", the following screen appears.

Benefits – DEPENDENT CARE FLEXIBALE SPEND

! Please select the plan and enter the annual amount you would like to contribute in 2023. You may contribute up to \$5,000 per year, pre-tax, or \$2,500 if married and filing separate tax returns. Only be used to pay for eligible dependent care expenses.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE

Amount

5000

☐ I Decline

CANCEL

CONTINUE

Select **Dependent Care Flexible Spending** and then enter the annual dollar amount you elect.

Then click "Continue."

City of Lynn – Employee Self Service – FSA Open enrollment (November)

You should be brought back to the original Open Enrollment Screen.

Click **“CONTINUE.”**

Open Enrollment – Make Elections

! Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 11/30/2022.*

Please select from the following options.

****ENROLLMENT MUST BE DONE ANNUALLY. RE-ENROLLMENT IS NOT AUTOMATIC. ****

MEDICAL FLEXIBLE SPENDING ACCT
MEDICAL FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE

DECLINE EDIT ▼

DEPENDENT CARE FLEXIBALE SPEND
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE

DECLINE EDIT ▼

Estimated total cost per pay period

\$0.00

CONTINUE

Once you click **“CONTINUE”**, you will be able to review your elections.

Review your enrollment

MEDICAL FLEXIBLE SPENDING ACCT
MEDICAL FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE
Election amount

\$3,050.00

DEPENDENT CARE FLEXIBALE SPEND
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE
Election amount

\$5,000.00

TOTAL EMPLOYEE COST

\$0.00

CANCEL MODIFY


SUBMIT

From here you can either **“MODIFY”** your elections or click **“SUBMIT.”**

City of Lynn – Employee Self Service – FSA Open enrollment (November)

If done successfully, you should see this confirmation at the top of your screen:

Confirmation

-  Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

Thank you for your enrollment. Please print this page.

Benefit Contacts

benefits@lynnma.gov

MEDICAL FLEXIBLE SPENDING ACCT
MEDICAL FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE
Election amount

\$3,050.00

DEPENDENT CARE FLEXIBALE SPEND
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT - CITY EMPLOYEE
Election amount

\$5,000.00

TOTAL EMPLOYEE COST

\$0.00

You can now...

- [Make changes to your new elections](#)
- [Use other services](#)
-

Up until the Benefits department approves your enrollment, you can still go back and make changes. The bottom of your screen should have these options:

You can now...

- [Make changes to your new elections](#)
- [Use other services](#)

CONGRATULATIONS! You're done!

If you have any questions, please email benefits@lynnma.gov